



## **Staff Report**

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### **RESOLUTION AMENDING THE FISCAL YEAR 2005 BUDGET AND APPROVING A REVISION TO REVENUE AND SUPPLEMENTAL APPROPRIATION FOR MIDYEAR REVIEW**

Honorable Mayor and Council Members:

#### **Summary**

Approval of the attached resolutions would amend the FY 2005 Revenue and Appropriations Budget per the Mid Year Review.

#### **Background and Discussion**

At your February 22, 2005 joint meeting with the Finance Commission, staff presented a draft resolution amending the FY 2005 Budget for normal Mid Year Review items.

At the conclusion of the Mid Year Review, the City Council directed staff to bring back resolutions for their consideration amending the FY 2005 Budget consistent with the actions taken. The accompanying resolutions reflect those actions.

#### **Follow –Up**

1. Record amendments to the budget per approved resolution.
2. Coordinate implementation of vehicle impact fee with Allied Waste (BFI).
3. In addition, two items were noted for follow-up:
  - a. HEART: Staff was asked to review the status of the City's participation in HEART. Staff is still researching the actions taken since the Council authorized participation in 2003. A staff report will be forthcoming and the budget impact, if any, may be addressed at that time. The \$9,000 budget augmentation for this item has been removed from the resolution pending further direction from Council.
  - b. Community Group Funding: In FY 2004, \$67,344 of General Fund money was allocated to community groups. In FY 2005, Council eliminated that funding. Consistent with Council directive for implementing the \$1.5 million Correction Strategy, the FY 2006 Proposed Budget will not include any one time General Fund support for community groups unless directed by Council. Those groups that provide ongoing services that meet critical objectives have been encouraged to convert to professional services contracts

where appropriate (e.g. Chamber of Commerce, H.I.P.). A question was raised on February 22<sup>nd</sup> about whether some General Fund support should be set-aside for community groups. If Council wishes to do so, alternatives include:

- i. Allocating a portion of the \$50,000 reserved for Council contingencies. This alternative would inhibit Council's ability to undertake/direct action on unanticipated projects or priorities.
- ii. Fund capital projects only that qualify for park use (Planned Park Fund) or improve a general government facility (General Facilities Fund).
- iii. Redirect funding from another source to set-aside for community groups. Doing so may lead to service reduction.

### **Fiscal Impact**

Revenue budget will increase by \$879,179. Appropriations budget will increase by \$1,360,934.

Specific changes by fund are as follows:

<b>Fund</b>		<b>Revenues</b>	<b>Expenditures</b>	<b>Transfers</b>
101	General Fund	\$214,770	\$15,630	
205	Recreations Services		6,045	
206	Library Maintenance and Operation		1,997	
208	City Tree Fund	4,000		
210	Development Services	65,726	63,976	
227	Supplemental Law Enforcement		5,525	
231	Street Maintenance		83,280	
234	Measure A Street Improvements		50,000	
305	City Hall Retrofit	22,000	22,000	
341	Planned Park		315,000	
351	RDA Capital Improvements		13,615	
501	Sewer Enterprise-Operations		0	
505	Sewer Enterprise Treatment Plant		52,234	
525	Storm Drain Enterprise		(6,200)	
620	Fleet & Equipment Management	171,815	243,065	
625	Facilities Management	(3,500)	2,518	
801	Redevelopment		63,853	
822	Low & Moderate Income Housing	(306,384)	286,371	
841	Redevelopment Debt Service	710,751	142,025	
<b>Total</b>		<b>\$ 879,179</b>	<b>\$ 1,360,934</b>	<b>\$ 0</b>

The budgetary net effect to fund balance as a result of these adjustments is as follows:

<b>Fund</b>		<b>Increase</b>	<b>Decrease</b>	<b>Amount</b>
101	General Fund	✓		\$199,140
205	Recreation Services		✓	6,045
206	Library Maintenance and Operation		✓	1,997
208	City Tree Fund	✓		4,000
210	Development Services	✓		1,750

227	Supplemental Law Enforcement		✓	5,525
231	Street Maintenance		✓	83,280
234	Measure A Street Improvements		✓	50,000
305	City Hall Retrofit			0
341	Planned Park		✓	315,000
351	RDA Capital Improvements		✓	13,615
501	Sewer Enterprise-Operations			0
505	Sewer Enterprise Treatment Plant		✓	52,234
525	Storm Drain Enterprise	✓		6,200
620	Fleet & Equipment Management		✓	71,250
625	Facilities Management		✓	6,018
801	Redevelopment		✓	63,853
822	Low & Moderate Income Housing		✓	592,755
841	Redevelopment Debt Service	✓		568,726

*The unaudited fund balance as of 12/31/04 was:*

<b>Fund</b>		<b>Amount</b>
101	General Fund	\$2,259,000
205	Recreation Services	40,000
206	Library Maintenance/Operation	883,000
208	City Tree Fund	0
210	Development Services	(95,000)
227	Supplemental Law Enforcement Services	(53,000)
231	Street Maintenance	113,000
234	Measure A Street Improvements	230,000
305	City Hall Retrofit	1,800,000
341	Planned Park	1,570,000
351	RDA Capital Improvements	6,420,000
501	Sewer Enterprise-Operations	5,725,000
505	Sewer Enterprise Treatment Plan Expansion	5,427,000
525	Storm Drain Enterprise	2,704,000
620	Fleet & Equipment Management	2,720,000
625	Facilities Management	98,000
801	Redevelopment	9,000
822	Low & Moderate Income Housing	7,015,000
841	Redevelopment Debt Service	2,270,000

### **Recommendation**

Approve the attached resolutions amending the FY 2005 Revenue and Appropriations Budget for various items.

### **Alternatives**

Direct staff to take other corrective action.

**Public Contact**

Posting of City Council agenda

**Attachments:**

Resolution Amending the Fiscal-Year 2005 Budget and Approving a Revision to Revenue and Supplemental Appropriation for Midyear Review.

Respectfully submitted,

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Thomas Fil  
Finance Director

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Daniel Rich  
Interim City Manager

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**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION AMENDING THE FISCAL YEAR 2005 BUDGET AND APPROVING A  
REVISION TO REVENUE AND SUPPLEMENTAL APPROPRIATION FOR MIDYEAR  
REVIEW.**

**WHEREAS**, City of Belmont requires additional funding for expenditures identified hereto, and

**WHEREAS**, the City of Belmont City Council finds that it is necessary to augment the budget for those expenditures, and

**WHEREAS**, there is additional revenue and undesignated fund balances available to cover the augmentation, and

**WHEREAS**, the following accounts require adjustment to address the variances as a result of not being included in the regular budget process, and

**Debit:**

Fund	Account #	Description	Reference	Amount
223	4228-8591	Fire Protection District: Memberships & Dues	1	490.33
231	7299	Measure A: Miscellaneous Revenues	2	41,603.80
822	4633-9536- 9030	LMI Housing: F Street Project Improvements Other than Buildings	3	360,118.00
210	6304-9601- 9040	Inspections & Compliance: Machinery & Equipment	4	31,275.87
305	4510-2055- 9030	City Hall Project: Improvements Other than Buildings	5	22,000.00
351	4610-9034- 9030	RDA Capital Projects: Improvements Other than Buildings	6	13,615.16
620	3201-9041	Fleet Management: Vehicles	7	98,815.27
501	4999-9684	Sewer Operations: Transfer to Fleet	7	98,815.27
101	1501-8351	Financial Operations: Other Professional/Technical	8	2,000.00
625	1701-8430	Building Services: Repair & Maintenance Services	9	75,000.00
206	4518-8101	Library Operating: Regular Salaries	9	55,650.00
206	4518-8211	Library Operating: PERS	9	3,805.00
206	4518-8231	Library Operating: Health Insurance	9	144.00
206	4518-8232	Library Operating: Medicare	9	523.00
206	4518-8233	Library Operating: Life & Disability	9	748.00
206	4518-8241	Library Operating: Dental Plan	9	844.00

206	4518-8242	Library Operating: Vision Plan	9	182.00
206	4518-8259	Library Operating: Deferred Comp	9	1,987.00
206	4518-8271	Library Operating: Sec 125	9	6,577.00
206	4518-8285	Library Operating: Workers Comp	9	4,952.00
206	4518-8281	Library Operating: Benefit Stabilization	9	1,585.00
223	4228-8351	Fire Protection District: Other Professional/Technical	10	24,800.00
101	4153-8322	City Attorney: Legal Additional	11	5,000.00
822	6101	LMI Housing: Property Taxes-Secured	12	306,384.00
841	4637-8313	RDA Debt Service: Property Tax-County Portion	12	142,025.00
841	5299	RDA Debt Service: Reserved for Debt Service	12	479,232.00
101	1503-8271	Risk Management: Section 125	13	200.00
101	4100-8232	City Council: Medicare	14	525.00
231	3302-8101	Traffic Operations: Regular Salaries	15	29,796.00
231	3302-8232	Traffic Operations: Medicare	15	474.00
231	3302-8211	Traffic Operations: PERS	15	2,024.00
231	3302-8281	Traffic Operations: Benefit Stabilization	15	820.00
231	3302-8285	Traffic Operations: Workers Comp	15	3,379.00
231	3302-8233	Traffic Operations: LTD	15	116.00
231	3302-8241	Traffic Operations: Dental Plan	15	211.00
231	3302-8242	Traffic Operations: Vision Plan	15	105.00
231	3302-8231	Traffic Operations: Health Insurance	15	91.00
231	3302-8271	Traffic Operations: Section 125	15	1,548.00
231	3302-8259	Traffic Operations: Deferred Comp	15	3,112.00
101	2104-8259	PD Support Services: Deferred Comp	16	7,000.00
210	6303-8259	Plan Checks/Permit Center: Deferred Comp	16	6,200.00
101	4100-8211	City Council: PERS	17	1,050.00
101	4153-8211	City Attorney: PERS	17	4,200.00
625	5304-8211	Recreational Facilities: PERS	17	4,515.00
205	5303-8211	Day Care: PERS	17	6,045.00
841	5299	Undesignated fund balance	18	89,494.04
101	5299	Undesignated fund balance	18	212,770.45
625	7126	Facilities Management: Farmers Market Rentals	19	3,500.00

101	6252	General Fund: Tree Permits	20	4,000.00
101	2102-8111	PD Traffic Services: Overtime	22	3,230.00
101	2102-8251	PD Traffic Services: Uniform Pay	22	625.00
227	4221-8111	Supplemental Law Enforcement: Overtime	22	4,800.00
227	4221-8251	Supplemental Law Enforcement: Uniform Pay	22	725.00
620	3201-9041	Fleet Management: Vehicles	23	73,000.00
620	3201-9030	Fleet Management: Improvements Other than Building	24	36,000.00
341	4524-8050-9010	Planned Park: Land	25	315,000.00
620	3201-9041	Fleet Management: Vehicles	26	35,250.00
210	6302-8352	Development Review: Other Professional Technical-Applicant	27	26,500.00
210	5299	Undesignated fund balance	27	7,950.00
231	3304-8101	Project Management: Salaries	28	25,000.00
505	4328-8418	Sewer Enterprise Treatment Plant: S.B.S.A. Treatment Plant	29	52,234.00
234	4312-3204-9030	Measure A Projects: Improvements	30	50,000.00
801	4631-8351	RDA Administration: Other Professional/Technical	31	63,853.00
223	4228-8322	Fire Protection District: Legal Additional	32	25,000.00
		TOTAL		\$2,878,514.19

**Credit:**

Fund	Account #	Description	Reference	Amount
223	5299	Undesignated Fund Balance	1	490.33
231	5299	Undesignated Fund Balance	2	41,603.80
822	5299	Undesignated Fund Balance	3	360,118.00
210	6359	Miscellaneous State Grants	4	31,275.87
305	6359	Miscellaneous State Grants	5	22,000.00
351	5299	Undesignated Fund Balance	6	13,615.16
501	3102-8351	Sewer Operations: Other Professional/Technical	7	98,815.27
620	7671	Fleet Management: Transfer from Sewer	7	98,815.27
101	7252	Reimbursements	8	2,000.00
206	4518-8430	Belmont Library Operating: Repair & Maintenance Service	9	75,000.00
625	1701-8101	Building Services: Regular Salaries	9	55,650.00
625	1701-8211	Building Services: PERS	9	3,805.00

625	1701-8231	Building Services: Health Insurance	9	144.00
625	1701-8232	Building Services: Medicare	9	523.00
625	1701-8233	Building Services: Life & Disability	9	748.00
625	1701-8241	Building Services: Dental Plan	9	844.00
625	1701-8242	Building Services: Vision Plan	9	182.00
625	1701-8259	Building Services: Deferred Comp	9	1,987.00
625	1701-8271	Building Services: Section 125	9	6,577.00
625	1701-8285	Building Services: Workers Comp	9	4,952.00
625	1701-8281	Building Services: Benefit Stabilization	9	1,585.00
223	5299	Undesignated fund balance	10	24,800.00
101	4105-8599	Contingency: Miscellaneous	11	5,000.00
822	6101-8313	LMI Housing: Property Tax County Portion	12	73,747.00
822	5299	LMI Housing: Reserved for LMI Housing	12	232,637.00
841	6101	RDA Debt Service: Property Tax-Secured	12	621,257.00
101	1501-8271	Financial Operations: Section 125	13	200.00
101	5299	Undesignated fund balance	14	525.00
231	5299	Undesignated fund balance	15	41,676.00
101	2101-8259	PD Crime Control/Order Maintenance: Deferred Comp	16	7,000.00
525	3103-8259	Storm Drain/NPDES: Deferred Comp	16	6,200.00
101	5299	Undesignated fund balance	17	5,250.00
625	5499	Undesignated fund balance	17	4,515.00
205	5299	Undesignated fund balance	17	6,045.00
841	6110	RDA Debt Service: ERAF Refund	18	89,494.04
101	6110	General Fund: ERAF Refund	18	212,770.45
625	5299	Undesignated fund balance	19	3,500.00
208	6978	City Tree Fund: Tree Removal Fees	20	4,000.00
101	5299	Undesignated fund balance	22	3,855.00
227	5299	Undesignated fund balance	22	5,525.00
620	6359	Fleet & Equipment Management: Miscellaneous State Grants	23	73,000.00
620	5299	Undesignated fund balance	24	36,000.00
341	5299	Undesignated fund balance	25	315,000.00
620	5299	Undesignated fund balance	26	35,250.00
210	6513	Development Services: Planning Fees	27	34,450.00
231	3301-8632	Street Maintenance: Natural Gas & Electricity	28	16,000.00
231	3301-8641	Street Maintenance: Repair & Maintenance Supplies	28	9,000.00



505	5299	Undesignated fund balance	29	52,234.00
234	5299	Undesignated fund balance	30	50,000.00
801	5299	Undesignated fund balance	31	63,853.00
223	4228-8322	Fire Protection District: Legal Additional	32	25,000.00
			TOTAL	\$2,878,514.19

**WHEREAS**, the following explanations are provided in support of the budget adjustments, and

Reference	Explanation
1	Record budget for membership to California Special Districts Association (first year)
2	Increase budget for OTS grant reimbursement received
3	Record budget for F Street Housing Project (per RDA resolution #413 and as further amended on 2/8/05)
4	Increase budget to reflect balance remaining on Code Enforcement Grant
5	Record budget for State 911 grant reimbursement for PD dispatch furniture
6	Re-establish budget for groundwater contamination investigation at 1000 ECR
7	Record budget for in-house sewer video van and equipment per Budget Correction #D70
8	Establish budget for credit and collection activities
9	Revise Budget Correction #D65 (transfer Library and Belameda Park costs from Building Services to Library Operating) from Repair & Maintenance to Staff Allocations
10	Establish budget for MuniFinancial consulting services for Belmont Fire Protection District
11	Establish budget for Outside Counsel for Piazza/San Juan Hills
12	Amend budget for RDA property tax allocation
13	Amend Budget Correction #D64 (Department Head compensation reduction)
14	Increase budget for City Council Medicare
15	Increase budget for Public Works Traffic Operations for incomplete staff allocation
16	Amend Deferred Comp for PD and Public Works Budget Corrections
17	Increase budget for PERS for City Council & City Attorney additional 4% and for Permanent Part-time and Temporary Part-time staff (hours > 1,000)
18	Record budget for ERAF refund received from County for RDA and City
19	Eliminate Farmers Market rental revenue budget (pass through activity recorded in/out of a deposit account)
20	Move Tree Permit revenues budget from General Fund to new Tree Fund
21	Not used
22	Increase budget for PD overtime and uniform pay omitted inadvertently
23	Record additional budget for Regenerative Air Street Sweeper and BAAQMD grant
24	Establish budget for fuel pump upgrade required by the State
25	Establish budget for Semeria Avenue parcel purchase
26	Augment budget for P-1 replacement (totalled in a fire)
27	Augment budget for additional planning fees and related outside professional services for consultants.
28	Rectify Budget Correction Strategies D68 & D69 for anticipated shortfall.
29	Augment SBSA Treatment Plant budget for additional reserves.

30	Augment Chula Vista Project for additional street light fixture replacements.
31	Augment RDA budget for Chamber of Commerce professional services contract (economic development).
32	Establish budget for legal consul and related experts for Belmont Fire Protection District (South County Fire Dissolution matters).

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Belmont hereby amends the Fiscal Year 2005 Budget in the amount of \$2,878,514.19

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I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Belmont at a regular meeting thereof held on March 8, 2005.

**AYES, CITY COUNCIL MEMBERS:** \_\_\_\_\_

**NOES, CITY COUNCIL MEMBERS:** \_\_\_\_\_

**ABSENT, CITY COUNCIL MEMBERS** \_\_\_\_\_

**ABSTAIN, CITY COUNCIL MEMBERS:** \_\_\_\_\_

\_\_\_\_\_  
**Clerk of the City Council**

**APPROVED:**

\_\_\_\_\_  
**Mayor of the City of Belmont**